



**HEADQUARTERS
CIVIL AIR PATROL VIRGINIA WING
UNITED STATES AIR FORCE AUXILIARY**
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Richmond, Virginia 23237-2250



COMMANDERS PLEASE POST

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TO: ALL VIRGINIA WING SENIOR MEMBERS AND CADETS

FROM: HQ, VIRGINIA WING, Administrative Assistant, Terry Picha

As most of you know by now, December 18 will be the end of my position here. I just have to let you know that I have been so blessed in this job. I have looked forward to coming to work each and every day. I have made so many friends and learned so much from you all. Continue in your efforts to make Virginia Wing THE BEST it can be. Thank you all.

UNIT NEWSLETTER: It is very important that you share this Newsletter with all Members of your Unit. Please review this material at your unit meeting and post a copy on your Bulletin Board so that it will be available to ALL members. (Members can't participate if you do not tell them about coming events). This Bulletin is posted on the Virginia Wing Website as a PDF document.

Dec 2004

- 4 National Check Pilot Standardization Course, Wing Headquarters

REPORTS DUE: (Required by NHQ &/or Wing CC)

- 5** - Corp. Vehicle Daily Inspection Reports
10 - VA Wg A/C Utilization Reports due (Including Checks)
- Public Affairs Report
31 - Goals for each unit and group

January 2005

- 1 Mission Pilot Form 5 and 91 check rides.
15 Mission Base F & P Training (Group levels)
15 Commander's Call for Unit CC's, Group CC's and Wing Staff; all members are welcome, Wing HQ, Richmond
29 U/DF Training (Unit level)

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- Public Affairs Report

1. **COMMANDER COMMENTS-** I would like to thank everyone for their attendance at the wing conference earlier this month. I think it was a great success. Everything I have heard about the break out sessions and the guest speakers has been very positive. We are making plans for next years conference, so if you have suggestions on what should be included or excluded, please let the chief of staff know.

My thanks to Lt. Col. Jim Stover for all of the work he has done to make the Emergency Services program of Virginia Wing one of the best in the nation. Thanks to his work, we have been able to receive many thousands of dollars more in training funds than most of our neighboring wings. I ask that all of you lend your support to his successor, Maj. Joe Bateman, who brings a wealth of new ideas to further improve our ES capabilities.

My sincere and heartfelt thanks to the lady that has been the public face of wing headquarters for several years. Terry Picha is leaving the position of office manager, due to our need to obtain professional bookkeeping services to maintain the books for the wing. This was not an easy decision to make, but it was a needed decision to keep the wing operations moving forward. At present, we are interviewing candidates and hope to have a replacement on board by the middle of December. Terry will continue to work on the wing staff in the areas of Administration and/or DDR.

I and my family would like to wish all of you a very happy holiday season and a wonderful new year. I look forward to working with all of you to make Virginia Wing the best we can be. Above all please be safe as you travel to be with your friends and family.

2. CHIEF-of-STAFF – There will be one Wing Wide Commanders call every quarter at which all wing staff, group commanders and unit commanders will be expected to attend. The next Commanders Call will be at Wing Headquarters on 15 January 2005 at 1000 hours.

3. SAFETY – Greetings to all – I want to call your attention to the VAWG safety Website and the updates that appear there. Again, it can be accessed by going to the main VAWG Website and clicking the “Safety” title on the left side list. I would like to call your attention to two new items in particular, and they are identified as new on the front page. One is the 3P Risk Management Model that is shown. That is a new framework for a risk management approach that is somewhat different from the previous ORM framework we have published. There is no change in the basic concept; the framework shown is consistent with the developing FAA risk management approach for general aviation.

The second new item shown on the front page is along the same lines. There is a link to the FAA’s safety.gov Website that is being enhanced by adding what amounts to an online resource library relevant to various elements of general aviation. In fact, Susan Parson, Deputy Director of Safety, and I are involved with identifying and organizing, and in some cases creating, content for the online resource directory. With our involvement in the Virginia Wing, we are able to bring these items to the Wing membership very early after its availability. There will be more added periodically, so please continue to check back often. A special thanks to Susan for the updates to the site. As always, please let us know of questions and comments.

FLU UPDATE A vaccination is not the only way to help prevent the FLU! The CDC sends this information. You can still protect yourself from the flu even if you are not included in a priority group for the flu season this year, or if no vaccines are available. These simple actions can stop the spread of germs and help protect you from getting sick

Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick too.

If possible, stay home from work, school and errands when you are sick. You will help prevent others from catching your illness.

Cover your mouth and nose with a tissue when coughing or sneezing. It may prevent those around you from getting sick.

Washing your hands often will help protect you from germs.

Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose or mouth. Avoid those areas.

4. WING NEWS - The next time you are online at home, log in the National HQ. Pull up your personal record and check all the information. Don’t forget to check your area code, phone number, home and email address. Wing Admin cannot change this information for you-you must do it yourself. The information in your record at National is used by the VAWG Paperless website. If it is not correct, you may be missing out.

Coming June 19-25 the MER Staff College will be held at Peace College, Raleigh NC. It is an in-residence program required for completion of Level IV. The purpose is to help prepare selected CAP officers to execute duties and responsibilities associated with CAP command and staff positions. A CAPF 17 must be completed and sent through your chain of command no later than 30 Apr 2005.

5. ADMINISTRATION/PERSONNEL- Currently dues for membership in Civil Air Patrol are Senior Member \$54; Cadet \$28; for Renewal SM \$44 and Cadet \$28. The National Board passed this **dues increase** for all categories of dues-paying membership. The change was effective beginning 1 October 2004. Please make your Administrative officers aware of this change.

6. **PUBLIC AFFAIRS OFFICE**- The PAO report is not a quarterly report; it is **monthly** and due on the 10th of each month. **It does not go on the quarterly report form**. There should be NO negative reports. All squadrons have some kind of events going on, even if it is just a meeting. Please send copies of published articles to Linda Utting at Wing HQ.

The Wings Over Virginia website has links to the National HQ web site and it is possible to get a copy of the "Present Tense" as well as recruiting brochures and information.

7. **DRUG DEMAND REDUCTION** – All Units are invited to check out the new National Drug Demand Reduction Forum run by the Middle East Region. They are located at <http://capddr.proboards32.com>.

8. **CADET PROGRAMS** – It is that time of year again: National Cadet Special Activities applications are due. Wouldn't it be outstanding to have one cadet from each squadron apply for at least one NCSA!!

The following is the link to the 2005 NCSA Website. <http://level2.cap.gov/index.cfm?nodeID=5388>
Several activities have specific application requirements. Please review them carefully for the activity you want to apply to.

Squadron Commanders: if you have cadets who cannot get online, please make sure a way is provided for them to get online, so they will not miss out on this opportunity. If additional assistance is needed, please let me know as soon as possible.

This webpage has the application process. A brief overview of the process is:

1. Each applicant must be registered on the e-services portion of the National Website.
2. All applications must be submitted electronically to National HQ.
3. A printed copy of the online electronic Form 31 must be forwarded through (and signed by) the Squadron Commander to Wing.
4. The **online electronic deadline is December 31st**. Applications submitted after that date will have lowest priority for acceptance.
5. **All applications must be at Wing Headquarters by December 31, 2004.**

I would like to announce the following appointments to the 2005 Encampment Cadet Staff:

C/Major Chris White – Encampment Cadet Commander

C/Major Carter Kunz – Cadet Deputy Commander

C/2Lt Kelly Bronson – Cadet Executive Officer

Applications are now being accepted for the following Cadet Leadership positions for '05 encampment:

Cadet First Sergeant, Cadet Squadron Commanders, Cadet Flight Commanders, Cadet Flight Sergeants and Executive Staff. If you are a cadet and are interested in applying for one of these positions, please fill out a Form 31 and a brief resume and send it to: Captain Mark Evans, 5003 Ridgewood Drive, Danville, VA 24540. Applications will be accepted until January 15, 2005. Applicants should plan to participate in an assessment center at Wing Headquarters on Saturday January 29. Final selections will be made on that date as well. It promises to be an outstanding '05 encampment!

9. **EMERGENCY SERVICES** - The Wing participated in two ground searches over the past months. There are always lessons learned from each mission, and these were no exception. All ES cardholders should remember that actual search missions require the same level of competence that is required of a SARCAP. Members who are not trained in a specialty should not expect to participate in that specialty during a mission.

The Wing Licensing Officer has completed an initial upload of ES qualifications into MIMS. At this time, anyone whose records are not accurate should contact Jim Scuffham. Note that this should not include SET qualifications, as these records have not been entered yet. It is important that mission pilot (including transport pilot) and mission observer ratings be accurate. MIMS does contain one error, in that the expiration of mission pilot ratings should be two years instead of three. We have notified the appropriate individual at National Headquarters and this detail is being corrected.

At the beginning of next quarter, the Wing will offer Mission Base Familiarization and Preparatory Training. This training is mandatory for the following ratings: Agency Liaison Officer –3, Air Operations Branch Director, Communications Unit Leader, Finance/Admin Section Chief, Ground Branch Director, Incident Commander –3, Information Officer, Liaison Officer, Logistics Section Chief, Mission Chaplain, Mission Staff

Assistant, Mission Safety Officer, Operations Section Chief, and Planning Section Chief. If you are planning on taking any of the above ratings, this course satisfies the requirements for NIMS-193. Anyone who desires to begin training for any of the above specialty ratings should consider taking this course. Expect an Operations Order for the training some time in December.

10. COMMUNICATIONS - The new Virginia Wing Communications Directory is on line and downloadable. It is in Adobe Acrobat © format. It is 1.3 MB in size. If you do not want to print the entire document it is set to allow you to print any page of interest. Some sections can also be downloaded separately.

The downloadable Communications Directory will only be updated only 2 or 3 times a year. The directory section data is based on information from the "Request for Radio Station Authorization" VAWG form 19. This information could be as much as two years old. I manually update information if I am specifically notified of any changes. At this time there is no automatic link to the National database.

The interactive section of the Communications Directory on the VAWG web page is updated every time there is a change. Some fields such as address, phone numbers and E-Mail address are automatically linked to the National Web page. It is imperative you keep the information on the National Web page current.

Since contact information comes from two different sources there may be discrepancies. If you need to contact someone check both the interactive and downloadable information.

The Radio Operators Course in Microsoft Power Point © is also now available to be downloaded. To receive credit for the course you must attend a class given by an authorized instructor.

11. AEROSPACE EDUCATION We had two good AE Sessions at the Wing Conference last month.

The First Session on the Satellite Tool Kit (STK) was presented by Lt Col Mike McNealy of the Prince William Squadron. Colonel McNealy won the Brewer Award for making this program available to CAP members and he did an excellent job. The capabilities of the STK program are unbelievable; imagine launching a surveillance satellite and Predator drone over North Korea and seeing their coverage. I gave out nine copies of the program at the conference so hopefully we will see many cadets and seniors within the Wing enjoying its use.

The Second Session was devoted to AEO training and we had good attendance at it. Claudine Sayegh, National Headquarters AE Program Manager graciously agreed to attend the Wing Conference and provided a good overview of the Aerospace Education Member (AEM) Program as well as other topics. She mentioned the Fly a Teacher program which was initiated last fiscal year and will continue this year. Unit CC's and AEO's please go out and recruit teacher's in your area for this program. I am sure you will find pilots who will want to fly these teachers on their first flight in a CAP aircraft. Several pilots in the Northern Virginia area did this in September and had a great time.

I went over the 2004 AE Plan of Action (POA) which set this year's goals within the Wing. It is now time for AEO's to submit your AE Goals to me so I can prepare the 2005 POA. Please send them to me with a copy to your Unit CC. Colonel Moseley has had two training sessions on Goal Setting both at the Wing Conference and at Wing Headquarters so he is stressing this area in establishing a policy that Wing Headquarters is here to support our members rather than dictating it.

In December your unit will be getting the sign up brochures for the Aerospace Education Excellence (AEX) Award Program. This year we had 15 units participating, let's increase this number by at least 10. The program adds structure to your internal AE Program and is fun to do.

The final AE Quarterly Report is due on 10 January and is needed so I can complete my Annual AE Report to National Headquarters at the end of month. Brewer Awards are due also in January so now is a good time to work on them. So far I have only one Individual Senior Award. Remember there are other categories for Individual Cadet Award and outside Individual and Organizational Awards. Remember that last year we submitted a nomination for Brewer Organizational Award which won national recognition for Ken Hyde's Wright Experience. The nomination form, CAPF 25 can be downloaded from the NHQ website.

A member of the Wing AE Staff would like to pay a visit to your unit this year. This may be in conjunction with a Unit Inspection or as a Staff Assistance Visit. Please let Major Bert Jones or myself know when we can schedule something. We will probably need at least a month's notice. Lt Col David C. Scull, VAWG DAE, 7897 Wellington Drive, Warrenton, VA 21086, Ph: 540 349-9310, E-mail: kd4sv@arri.net. Major Albert L. Jones, VAWG Asst. Director for Internal AE, 370 Westview Lane, Heathsville, VA 22743 Ph: 804 580-5120, E-Mail: uptheriver@rivnet.net.

12. TRANSPORTATION - Cooler weather is here, a harbinger of what may lay before us as winter approaches. Now is a good time to take a look at your vehicles and what you may need to do to prepare them for winter. Here are a few tips that may keep you rolling safely along our roads this fall and winter.

Tires. Every ten degree drop in temperature can reduce the air pressure in your tires by one pound. Don't forget that spare either!

Batteries. Cold weather can sap the life of a battery just as easily as hot weather. Most of your local auto parts stores can provide free battery and charging systems checks. A weak battery at 60 degrees could be a dead battery at 28 degrees.

Wiper Blades. They don't last forever. The effects of the sun, heat, road chemicals and use can deteriorate the rubber on the blade. Most people discover that their wiper blades are ineffective when the weather is at its worse. Some choose to purchase a 'winter wiper blade' during the winter. These come encased in a rubber sheath that prevents ice and snow buildup inside the wiper frame.

Fluid Levels. Check your antifreeze, windshield solvent, and other fluids on a regular basis.

Newsbreak

Langley Composite Squadron – The Langley Composite Sq had an Open House/Parents night on Monday 15 November. The evening began with the Squadron Honor Guard presenting the Colors. After introductions there were cadet presentations. The following is a list of the cadets and their topics for the evening. Cody Dumont- Squadron Flag Honor Streamers Christopher Gates-Langley Comp Sq Honor Guard Joshua Carey-CAP Core Values Lucas Smith and Christopher Gates--AFA power flight solo scholarship Charles Brock-National Cadet Special Activities Lucas Smith- Emergency Services Zack Ryan and David Lalli-Fall FTX Scott Brumley-Wing Encampment Brian Munson, William Munson and Sam Carrigan-trip to the Smithsonian Air and Space Museum at Dulles.

The Group 5 Commander, Maj Mike Portanove, presented the Mitchell Award to C/2Lt Charles Brock. Also new Sponsor Member Addison Cheeseman was presented the certificate for completion of Level 1 of the SM program.

C/CMSgt Charles Brock was promoted to the rank of C/2Lt. Cadet Cody Dumont completed all requirements for the Charles Lindberg achievement as was promoted to C/MSgt. Cadet Brian Monson completed all requirements for the Mary Feik Achievement and was promoted to C/SrA. Cadets Ryan and Lalli were promoted to C/Amn. Jillian Smith was promoted to the grade of 2Lt and also earned her Chuck Yeager Aerospace Award. The Yeager was also awarded to 1Lts Jason Smith and Robert Carey.

C/2Lt Lucas Smith is now Langley's CAC representative. In addition, he is the current Cadet Commander. C/2Lt Charles Brock is also a CAC representative and was recently elected as the Group 5 CAC Chairman. Please take the time to congratulate and thank your fellow members for a job well done.

We sponsored a field training exercise for Group 5 in September. Cadets and Senior from all across group 5 attended. Navigation, ELT location, map training, leadership and teamwork were a part of the weekend training. Even though serious training was accomplished, we had a great time.

Newport News Composite Squadron

Note – Lt. Byrd wishes to thank Lt. Cindy Byrd and all members of the CAP and friends for their visits, concerns, and caring notes during and after successful brain tumor removal surgery. His recovery has been slow but successful. News in this article encompasses period from 1-July to 1-November.

Cadet Side -The Newport News Cadet pages are located at: <http://www.geocities.com/phfcap/cadets>

New Cadets: NNCS has several new cadets. They are: C/AB Jonathan Ely, C/AB Anthony Onas, C/AB Michael Marcella, and C/AB Chevy Terrill.

New Equipment: A high-quality LCD projector was purchased with DDR proposal monies. It was checked out immediately by the cadets. This effort turned into a mini-tournament on a gaming night. Our thanks to the MER Director of Cadet Programs for this additional teaching tool.

Special recognition: During the 2004 VA Wing encampment NNCS cadets C/1Lt Sturdy received the award for Best Encampment Staff Officer and C/SrA Arnott received the award for Best Encampment Cadet.

Certificates of appreciation from the Peninsula Chapter of the American Red Cross were presented to C/SrA Arnott, C/SSgt Byrd, C/A1C Goodman, C/SSgt Herman, C/2Lt Petkofsky, and C/2Lt Taylor. These were awarded as a result of disaster relief efforts that occurred on 24 September 2003 in the aftermath of hurricane Isabel. Each cadet mentioned has received 8 hours credit for public service.

Special Activities: Lt. Col. Edgar Hastings (Ret.) of the Langley Chapter of the Air Force Association presented AFA SOLO certificates cadets C/2Lt Petkofsky, C/SMSGT Wingfield, C/A1C Goodman, and C/A1C Morrone. We give thanks to the members of the Association and to Capt. Justin Pahl for their interest in the flying careers of these cadets.

Seven NNCS cadets and three adult NNCS members attended the 20-Nov Chesapeake SARCAP. The cadets (Beale, Bowermaster, Bullis, Herman, Reed, Rivera, & Taylor) proceeded with UDF and Ground Team training. 1Lt Bennett and 1Lt Barhydt flew three sorties as an aircrew and Lt Byrd trained as a mission staff assistant. The day turned out well, much training was accomplished.

The NNCS Christmas Party is planned for 14-Dec at the Denbigh Church of Christ fellowship hall, 205 Denbigh Blvd beginning at 1830 hours.

Eight NNCS cadets participated in Color Guard and Drill training. A camcorder and the DDR projector was used critique the performance of trainees. These sessions have been productive and it appears there is sufficient interest to field a team for Wing competition in the spring.

Six seniors and one NNCS cadet attended the VA Wing Conference. Maj Mike Portanova assumed command of Group 5. Later in the afternoon C/1Lt Sturdy participated in the Basic, Advanced, and Prepared Speech categories of the cadet Speak Off Competition where this cadet placed first in the Advanced Category and delivered an outstanding effort in the other two categories as well. Later that evening cadet Sturdy gave his speech before the entire banquet audience (about 170 persons) and was well received.

Three cadets were promoted. They were: C/SrA Bowermaster, C/SrA Schroeder, and C/A1C Johnson.

Five NNCS cadets were involved in powered and glider cadet orientation flights this month. They were: cadets Arnold (1, 6, 99), Beale (1, 6, 99x2), Becraft (7, 8), C. Tegge (6, 99), and M. Tegge (1, 6, 99x2). Lt Jordi Catusus-Servia and Lt David Rutishauser were the orientation pilots in N9508L and N365BA. Summary: 9 hours powered flight, 6 hours backseat, and 4 hours glider flight.

Our congratulations go to five NNCS cadets who completed milestones this month. They were: C/Capt Sturdy, the Earhart Award; C/2Lt Swartz, the Mitchell Award; C/SSgt Herman, C/SSgt Beale, and C/SSgt Schroeder, the Wright Brothers Award. These promotions and certificates will be awarded at the annual Christmas Party.

Ten NNCS cadets participated in the Group 5 Fall FTX hosted by the Langley Composite Squadron. Cadets camped two nights at Newport News Park and traveled to Ft. Eustis each day to participate in FTX exercises.

Promotions: Several cadets advanced in grade. They were: C/SrA Arnott, C/Amn Banegas, C/SrA Beale, C/Amn Becraft, C/SrA Bowermaster, C/SrA Bullis, C/A1C Calhoun, C/Amn Farmer, C/Amn Newborg, C/A1C Reed, C/Amn Rivera, C/SrA Schroeder, C/AB M. Tegge, and C/SMSGT Wingfield. C/SSgt Byrd and C/SSgt Herman completed requirements for the Wright Brothers Award.

Ribbons: Several cadets received the Encampment ribbon: They were: C/SrA Arnott, C/SrA Bullis, C/A1C Goodman, C/SrA Herman, C/Amn Jeter, C/1Lt Sturdy (bronze clasp 2x), C/Amn Thibodeau, and C/SMSGT Wingfield. C/2Lt Taylor received the CAC ribbon.

C/A1C Reed, C/SrA Beale, and C/A1C Morrone received the Find Ribbon for their participation in Mission 04M-1360 on the evening of 03-04 August 2004. The ELT was eventually located on an HH-60 Blackhawk helicopter (#204) at the Norfolk Naval Base at 0005 hours 04-Aug.

C/SSgt Herman earned the Find ribbon for his participation in mission 04M-1881 on the evening of 24 August 2004. The UDF team successfully located and silenced a buried EPIRB at the Northhampton County landfill on the Eastern Shore of Virginia

Emergency Services: C/A1C Reed, C/SrA Beale, C/A1C Goodman, C/Amn Rivera completed the GES exam. Additionally, 14 NNCS cadets attended two days (16 hours) of Red Cross training sessions. These included Introduction to Emergency Services, Mass Care, CPR/AED, and First Aid. The training occurred at the Peninsula Chapter of the American Red Cross.

Assignments: C/1st Lt. Sturdy was installed on 27 July as the NNCS cadet commander and C/2Lt Petkofsky as the cadet deputy commander. C/1Lt Sturdy was appointed the new CAC representative and C/SMSgt Wingfield was appointed CAC Assistant. Orientation Flights: Cadets C/SrA Arnott, C/Amn Banegas, C/Amn Becraft, C/AB Brown, C/Amn Farmer, C/Amn Newborg, C/Amn Padilla, C/A1C Reed, C/Amn Rivera, C/SrA Schroeder, C/AB Stonebreaker, and C/2Lt Taylor received orientation flights. 1Lt Jordi Catasus-Servia and Maj. Mike Portanova flew these flights in N9508L.

C/SrA Bullis, C/SrA Beale, and C/Amn Thibodeau completed the Glider Wing Runner Exam (GWR).

Tours/Trips: Cadets and supporting seniors were treated to a tour of the Newport News / Williamsburg Intl Airport fire fighting station. This tour lasted 1.2 hours and was centered around the hardware and scientific methods used to control fuel/aircraft fires Vs traditional structural fire fighting techniques. Two cadets were completely suited in the aluminized fire fighting suits that allow personnel to enter flames and breathe supplemental oxygen.

Senior Member Side-Change of Command: NNCS held a Change of Command Ceremony on 12 October 2004 relieving the out going commander Major Mike Portanova and installing its new commander 1Lt George E. Bennett. The ceremony was held on the Newport News Williamsburg Airport next to the North Ramp with a nice backdrop of aircraft including the CAP airplanes. Major Portanova moves on to take over command of Group 5.

Training: In an effort to qualify more senior members for Emergency Services during the next few months an extra effort will be made to provide training in these areas. UDF practical training was held on 19 October 2004 and Scanner Training on 2 & 23 November 2004.

Roanoke Composite Squadron – The following cadets have been promoted to their present grades: C/CMSgt Stephen Williams, C/MSgt Hunter Guilliams and John Woodard; C/TSgt Joshua Streithof; C/SSgt David Givens and Rick Richardson; C/A2C Peter Broughton and Nikolas Wilder; CA2C Philip Knouff and Siler Johnston.